

Adopted: September 2001 , Revised: _____**Class Title: City Planning Manager****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Develops, coordinates and supervises planning processes for physical development of the City. Performs complex and sensitive professional city planning research and analysis. Supervises professional planning staff at the bureau level in the Division of Planning.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Performs planning duties by generating planning recommendations, performing technical studies, conducting research projects, participating in committees, providing assistance and guidance to inside and outside agencies and departments, implementing plans, making presentations, preparing reports and coordinating with various planning projects.
2	S	Performs administrative duties by assigning tasks, managing work, supervising staff, participating in recruitment, preparing and administering budget, developing, evaluating, and disciplining staff, providing public information, coordinating consultants, monitoring consultant output, payments and contracts.

Adopted: September 2001 , Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Masters degree-level of study.
Experience	Five years experience as a professional urban planner.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read technical reports and analyses, policy papers, blueprints, site plans, memorandum, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as geometry and algebra.
Writing	Work requires the ability to write staff reports, technical reports, plan documents, recommendations, speeches, and general correspondence.
Managerial	Managerial responsibilities include developing work program priorities at the Bureau level and coordinating work programs with the City Manager's Office.
Budget Responsibility	Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Adopted: **September 2001**, Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Presentations, field investigations
Sitting	F	Computer, desk work
Walking	F	Field investigations, inter-office, to/from meetings
Lifting	O	Reports, equipment
Carrying	O	Reports, equipment, files
Pushing/Pulling	R	Chair, desk drawers
Reaching	R	Files, reports
Handling	R	Files, reports, equipment
Fine Dexterity	F	Computer keyboard, telephone keypad, writing
Kneeling	R	Field and site inspections
Crouching	R	Field and site inspections
Crawling	R	Field and site inspections
Bending	R	Field and site inspections
Twisting	O	To/from desk and computer
Climbing	R	Stairs
Balancing	R	On stairs
Vision	C	Computer, desk work, reading, observations
Hearing	C	Communicating with personnel and general public, meetings, telephone
Talking	F	Communicating with personnel and general public, meetings, telephone
Foot Controls	O	Driving
Other (specify)	N	

Adopted: September 2001 , Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Cameras, projectors, copy machine, computer, Standard Microsoft Windows and Office software, Internet, presentation software, laser or inkjet printer, telephone

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
-----------	-------------------------------	--------------------------------	----------------	-----------

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	N
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)